



# COST-SHARE GRANT APPLICATION GUIDELINES – 2004

## ROUTE 66 CORRIDOR PRESERVATION PROGRAM

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The Route 66 Corridor Preservation Program is dedicated to preserving the rich and diverse historic properties of U.S. Highway 66. The program provides financial assistance to successful applicants in the form of cost-share grants for the preservation of the most significant and representative buildings, structures, road segments, and cultural landscapes along the length of the Route 66 corridor. It also provides assistance to planning, research, and educational initiatives related to the preservation of Route 66.

The cost-share grant funds of the Route 66 Corridor Preservation Program are congressionally appropriated and vary from year to year. The estimated total available for cost-share grants in 2004 will not exceed \$140,000. Applicants may apply for funds in amounts between \$5,000 and \$50,000.

The eligibility and evaluation criteria set forth in these cost-share grant application guidelines are for fiscal year 2004 only, and are subject to revision in subsequent years based on the continuing development of long-term strategies and guidelines, and consultation with Route 66 stakeholders.

The legislation enabling this program is provided through the Route 66 Corridor Preservation Act of 1999 (Public Law 106-45), which is administered by the National Park Service, National Trails System Office – Santa Fe. For more information about the program and its services, visit [www.cr.nps.gov/rt66](http://www.cr.nps.gov/rt66).

### Eligible Applicants

- private property owners
- non-profit organizations
- educational institutions
- local government agencies
- state government agencies
- tribal government agencies

### Cost-Share Requirements

Applicants are responsible for providing a minimum 50% of the total project cost, in the form of non-federal cash, or non-federal cash and in-kind contributions (e.g. donated services, materials, and /or equipment.)

## Eligible Projects

### Section 106 of the National Historic Preservation Act

Section 106 of the National Historic Preservation Act requires Federal agencies to consult with State Historic Preservation Offices to consider the effects of federally-assisted projects on historic properties. The goal of consultation is to seek ways during the early stages of project planning to avoid, minimize, or mitigate any adverse effects on historic properties.

The Route 66 Corridor Preservation Program initiates Section 106 review for most preservation, restoration, or rehabilitation projects awarded grant funds. Section 106 review typically takes 4-6 weeks to complete. It is important that applicants are aware of this time requirement, and that it is included in proposed project schedules.

*Project work cannot begin until Section 106 review is completed.*

For more information about Section 106, visit the website [www.achp.gov/work106.html](http://www.achp.gov/work106.html), or call your State Historic Preservation Office.

### 1) Preservation, Restoration, and Rehabilitation Projects

Preservation, restoration, and rehabilitation of travel- or automobile-related historic properties on Route 66 are eligible project activities. Properties must have a strong and direct association with the 1926-1970 period of national significance; be on, or within view of, a Route 66 road alignment; and retain their historic, architectural integrity. Properties that are listed on the National Register of Historic Places, or that have been determined eligible for the register, will be considered highest priority. The program acknowledges, however, that National Register eligibility requires that most properties be 50 years of age or older, and that many significant and representative Route 66 properties are not eligible for the register because they are less than 50 years old. These younger properties will be evaluated on a case-by-case basis, and may also rate as priority.

**Eligible** preservation, rehabilitation, and restoration activities include repair, restoration, or replacement of

- roofs
- floors
- foundations
- structural elements
- plumbing, electrical, HVAC systems
- doors and windows
- light fixtures
- moldings and trim
- interior and exterior finishes
- historic neon and other signs
- bridge repair
- historic concrete or asphalt pavement restoration

Projects considered **ineligible** as preservation, restoration, or rehabilitation activities include

- acquisition of property
- new construction (e.g., building additions, entrance gates)
- reconstruction of buildings or rooms
- asphalt pavement overlays
- fabrication/installation of new signs
- landscaping
- general property maintenance (e.g., painting, mowing, site cleanup)
- operating costs (e.g., insurance, utility bills)
- projects or project phases that have already been completed

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## Eligible Projects

(continued)

Examples of eligible **property types** include

- gas stations and automotive repair shops
- restaurants and cafes
- motels, hotels, and campgrounds
- curio shops, trading posts, tourism-related attractions
- original roadbed, and associated road features (e.g. bridges, culverts)

Other property types, such as theatres, public buildings, and landscape features, may be eligible if they have important associations with Route 66 during the period of significance. This association must be well documented and justified in the proposal. However, because these property types are not directly associated with travel or the automobile, they may receive a lower priority in the proposal rating system.

Project plans and architectural drawings, preferably prepared by a registered architect, must accompany project proposals, or the development of such plans must be part of the project proposal. All work must conform to the Secretary of Interior's *Standards for the Treatment of Historic Properties*; Section 106 of the National Historic Preservation Act; the Davis-Bacon Act; and all local/state building codes (see box insets.) Property owners must also commit to providing care and protection for the properties to the best of their ability for no less than 10 years after the project is completed.

### **Secretary of the Interior's *Standards for the Treatment of Historic Properties***

All preservation, restoration, and rehabilitation projects must conform to the Secretary of the Interior's *Standards for the Treatment of Historic Properties*.

The intent of the Standards is to promote the highest degree of professional standards in protecting and maintaining the historic integrity of historic properties. Historic properties are buildings, sites, bridges, road segments, districts, etc.; historic integrity refers to the authenticity of a property's historic identity, or the extent to which a resource retains its historic appearance. The Standards have accompanying Guidelines, which provide guidance in determining what type of treatment is appropriate, and what course of action should be taken for each type. The Standards and Guidelines are designed to guide the treatment of properties that are listed in, or eligible for listing in, the National Register of Historic Places, but they are valuable tools for anyone planning and undertaking work on historic properties. The Standards are mandatory when projects involve federal funding, such as Route 66 Corridor Preservation Program funding.

All proposals must reflect an understanding of and adherence to, the Standards. For more information about the Standards and their accompanying guidelines, visit the website [www2.cr.nps.gov/tps/secstan1.htm](http://www2.cr.nps.gov/tps/secstan1.htm), or call your State Historic Preservation Office.

### **Davis-Bacon Act**

All proposed labor rates for preservation, restoration, and rehabilitation projects must reflect Davis-Bacon Act wage rates. The intent of the Davis-Bacon Act is to ensure that fair wages are paid to workers on all federally-assisted construction projects. Davis-Bacon wage rates vary from county to county; when preparing project cost estimates for your proposal, it is important to use the Davis-Bacon wages specific to your project area. Davis-Bacon wages can be determined by visiting the website [www.access.gpo.gov/davisbacon](http://www.access.gpo.gov/davisbacon), or by telephone: 1-888-293-6498 (toll-free).

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## Eligible Projects

(continued)

### 2) *Planning, Research, Interpretive, or Educational Outreach Projects*

- *Project Planning and Architectural Drawings* for preservation, rehabilitation, or restoration projects. Project plans and architectural drawings are typically prepared by registered architects, and must comply with the Secretary of Interior's *Standards for the Treatment of Historic Properties*.
- *Historic Structure Reports* for structures that are listed on, or have been determined eligible for, the National Register of Historic Places. Other significant structures fitting within the 1926-1970 period of national significance may also be considered. Historic Structure Reports are typically prepared by historical architects, and describe the history, current condition, and prioritized needs for a building or structure.
- *Building, Road and/or Archeological Surveys* for local, state, and tribal governments. These surveys identify and describe historic properties within an area or region, and may determine the significance or cultural value of, condition of, and/or threats to, the properties.
- *Route 66 Road Alignment or Pavement Preservation Plans* by local, state, and tribal governments.
- *Local Corridor Preservation Management Plans* by local, state, and tribal governments.
- *Planning and Development of Research, Oral Histories, and Interpretive or Educational Activities* that directly advance the understanding and preservation of Route 66. Brochures or materials with an emphasis on tourism are not eligible. **Note: Due to limitations of available grant funds, these projects will receive a lower priority in the rating system in 2004.**

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## Evaluation Criteria

Each proposal will be assessed on the basis of the following:

- Listing on the National Register of Historic Places, or a determination of eligibility for such listing.
- Association with automobile travel on Route 66, with direct and significant historical connection to the route's period of significance from 1926-1970.
- Condition of historic property. Are there demonstrable degrees of physical deterioration to the property? Are there demonstrable threats to its stability or integrity?
- Length of time that the business or resource was associated with Route 66.
- Potential for increasing visibility and/or use of Route 66.
- Potential public use or enjoyment of the historic property, or project results.
- Potential benefit to local economy.
- Applicant's commitment to the long-term preservation, protection, and management of the assisted property, including provisions that, to the best of the owner's ability, the property will be preserved and protected for no less than 10 years.
- Availability of appropriate professional expertise for overseeing the preservation project (resumes and letters showing availability and qualifications are encouraged).
- Quality and appropriateness of the proposed project work plan, budget, and schedule.
- The potential for the project to serve as a preservation model for other properties along Route 66.
- Documented availability of the cost-share match.
- Comprehensiveness of the application.
- Letters of recommendation are encouraged.

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## Application Process

Five (5) copies of the proposal shall be submitted to the program office, or postmarked **by Friday, April 30, 2004**. Applications must include the following:

### 1) Forms

- Application Cover Sheet.
- Budget Proposal Sheet, with additional sheets for itemized categories.
- Property Maintenance and Protection Form.
- Application checklist.

### 2) Narrative Statement

All proposals must include a narrative, not to exceed five (5) pages (excluding graphics), that addresses the Evaluation Criteria where applicable. Narratives must include:

- Detailed, concise description of the proposed project.
- List or statement of the anticipated end results, or products.
- Statement explaining the intended use, or end goal, of the final product, and how it will contribute to the preservation, expanding awareness, and appreciation of Route 66.
- Description of collaborating partners, if any.
- Statement of the availability and types of professional expertise involved in the project.
- Statement of the applicant's commitment and ability to provide a 50% (or greater) match of the project cost.

If the project is a preservation, rehabilitation, or restoration project, the narrative must also include:

- History and description of the historic property(ies), including length of association with Route 66.
- Statement of the significance of the historic property(ies).
- Statement acknowledging that the applicant will comply with the Secretary of the Interior's *Standards for Treatment of Historic Properties*; Section 106 review requirements; the Davis-Bacon Act; and all appropriate local and state building codes.

### 3) Graphics

Graphics are mandatory for preservation, restoration, and rehabilitation project proposals, and must include:

- Map showing property location and physical address.
- Labeled photographs (digital and/or color Xerox are allowable) of overall property, and detailed existing conditions.
- Architectural drawings of existing conditions and work proposed, preferably prepared by a registered architect. If architectural drawings have not yet been created, their production may be included as part of the proposal.

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## Review Process

Route 66 Corridor Preservation Program staff will review eligible applications, and select projects to be awarded cost-share grant funds. The program bases its decisions on the eligibility and evaluation criteria defined in these guidelines, and on recommendations from peer reviewers. Incomplete applications will not be reviewed or considered for funding. All applicants will receive notification of results within two months following the application deadline.

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## Contacts

Please submit applications to:

Route 66 Corridor Preservation Program  
National Trails System Office – Santa Fe  
National Park Service  
P.O. Box 728  
Santa Fe, New Mexico  
87504-0728

Physical address:

2968 Rodeo Park Drive West  
Santa Fe, New Mexico  
87505-6351

Please direct inquiries to:

Telephone: 505-988-6701  
Fax: 505-988-6071  
E-mail: [im\\_rt66@nps.gov](mailto:im_rt66@nps.gov)

Additional copies of the *Cost-Share Grant Application Guidelines – 2004* with forms may be obtained by contacting the program office, or by downloading them directly from the program website: [www.cr.nps.gov/rt66/grnts](http://www.cr.nps.gov/rt66/grnts)

# Application Cover Sheet

**Project Title:**

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**Applicant Type:**

\_\_\_\_ City      \_\_\_\_ County      \_\_\_\_ State      \_\_\_\_ Tribe  
\_\_\_\_ Educational institution      \_\_\_\_ Non-profit organization  
\_\_\_\_ Private property owner      \_\_\_\_ Other (please specify \_\_\_\_\_)

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**Applicant Name:**

Name: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
Title: \_\_\_\_\_ Fax: \_\_\_\_\_  
Address: \_\_\_\_\_ E-mail: \_\_\_\_\_

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**Estimated Project Schedule** (maximum allowable project period is three (3) years. Includes 45 days for Section 106 review for preservation, restoration, and rehabilitation projects):

<u>Action</u>	<u>Completed by (M/D/Y):</u>
1) _____	_____
2) _____	_____
3) _____	_____
4) _____	_____
5) _____	_____

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**Applicant signature certifies that the information contained within this application is true and correct** (original signature, not photocopied, is required on one copy):

\_\_\_\_\_  
**Applicant** (signature)

\_\_\_\_\_  
**Applicant Name and Title** (print or type)

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**Submit to:**

Route 66 Corridor Preservation Program  
National Park Service  
P.O. Box 728  
Santa Fe, NM 87504-0728

Physical Address: 2968 Rodeo Park Drive West  
Santa Fe, NM 87505-6351



# Budget Proposal Sheet

Use this form to summarize your estimated budget. Provide itemization of each category on separate sheets.

Categories	NPS Grant Contribution	Applicant Cash Contribution	Totals (add across rows)
		Applicant In-Kind Contribution	
<b>Administration</b> (Itemize on separate sheet)	\$	\$	= \$
		\$	
<b>Supplies &amp; Equipment</b> (Itemize on separate sheet)	\$	\$	= \$
		\$	
<b>Travel &amp; Per Diem</b> (Itemize on separate sheet)	\$	\$	= \$
		\$	
<b>Other 1</b> (Itemize on separate sheet)	\$	\$	= \$
		\$	
<b>Other 2</b> (Itemize on separate sheet)	\$	\$	= \$
		\$	
<b>Totals</b> (add down 1 <sup>st</sup> two columns)	\$	\$	= \$

# Property Maintenance and Protection Agreement

I, \_\_\_\_\_, owner of the property known as \_\_\_\_\_, agree that if funds from the National Park Service Route 66 Corridor Preservation Program are used towards the preservation, restoration, or rehabilitation of the property, I/we will ensure that the property is maintained and kept in a state of good repair for no less than 10 years after the project work is completed. This will be done in order to preserve the historical and architectural integrity of the property in its improved condition.

If I/we are personally unable to maintain the property, I/we will ensure that another entity assumes these responsibilities.

If I/we must sell the property, I/we will encourage the new owner to continue the care and protection of the property.

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Name of Owner

Date

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Property Name

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Property Address

# Application Checklist

Each application package must include the items listed below, as specified in the application guidelines. Please use the boxes to check that the application is complete, and include this sheet with your application.

**Project Title:** \_\_\_\_\_

Five (5) copies each of:

- ☐ **1. FY 2004 Application Cover Sheet**
- ☐ **2. Budget Proposal Sheet**
- ☐ **3. Narrative Description of project** (as specified on page 6 of Application Guidelines)
- ☐ **4. Graphics** (as specified on page 6 of Application Guidelines)
- ☐ **5. Signed "Property Maintenance and Protection Agreement"** (for preservation, restoration, or rehabilitation project proposals only)